

TAB

STATINTL

Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010010-1

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13 APR 1965

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 63-69: dated 4 October 1962 (closed 27 May 1963;  
reopened 1 March 1965)

25X1A

[REDACTED]  
Services Officer, GS-11  
DDI/ORR/Admin Staff

A. Summary of Suggestion

25X1A

The suggester devised an accountability form for ORR's Agency telephone directories to comply with the requirements of [REDACTED]

25X1A

[REDACTED] He also advocated that the form be used Agency-wide. ORR found it to be excellent for establishing individual accountability for lost or misplaced Agency phone directories.

B. Summary of Evaluations

1. OL rejected adoption of such a form for Agency-wide use in November 1962 because it would control only one type of classified publication. They use a "Distribution Record" form to control phone directories and other classified publications.

2. OS had no objection to the form for Agency-wide use.

3. Records Administration Staff, while making a forms survey in ORR, concluded that the suggester's design was of real benefit to ORR, which accounts for about 1,600 directories annually. As a result, Standard Form 2398 (attached) was evolved, which follows the suggester's proposal. This form was then circulated to all Agency Records Officers, and is, consequently, also in use in DD/S&T, OP, OBI, FDD, OS, [REDACTED] OF, NPIC, Audit Staff, O/DDS, and ONE.

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C. Recommendations of the Executive Secretary

1. Not in line of duty (for use outside ORR).

2. \$35 award (Slight/Local).

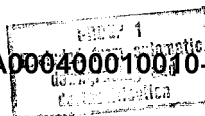
D. Decision of the Chairman

25X1A

[REDACTED]  
A/Chairman, Suggestion Awards Committee

14 Apr 65  
Date

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13 APR 1965

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 63-261: dated 22 April 1963

[REDACTED]  
Intelligence Officer, GS-11  
DDI/NPIC/PID/MEB

A. Summary of Suggestion

1. The [REDACTED] light table with traversing optical stage had no provision for mounting maps or photographs in close proximity to the photographic interpreter's working position.

2. Based upon this suggestion, modifications to the light table were made and tested on a prototype model. Essentially, they mounted a magnetic board on the table.

B. Summary of Evaluation

1. NPIC said that after a complete evaluation of the prototype, a limited requirement for this modification was submitted from the CIA Photographic Intelligence Division--ten light tables incorporating the suggested changes were ordered from the [REDACTED].

2. This improvement has marginal "Limited" value. It is considered to be a "personal convenience" to the photographic interpreters.

C. Recommendations of the Executive Secretary

1. Not in line of duty.
2. \$15 award (Slight/Limited).

D. Decision of the Chairman

A/Chairman, Suggestion Awards Committee

Date

Award

13 APR 1965

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 65-34: dated 3 August 1964

General Mechanic, W-10 (GS-7 Equivalent)  
DDS/OL/SD/

25X1A  
25X1A

A. Summary of Suggestion

25X1A

The suggester devised a safety device for the hydraulic lift (packing tables) at the . The modification consists of two galvanized pipe stands bolted into the concrete floor and positioned equally on each underside of the table. The pipe stands are modified to permit easy removal when it is necessary to lower the table to the floor. (Photographs are attached.)

B. Summary of Evaluation

1. The CIA Safety Officer concurred with the suggestion.

2. OL says that seven tables have been modified by GSA. Previously, the tables were hydraulically raised or lowered and did not have this special safety feature in the event that the hydraulic system failed. Since the overall weight of the table and accessories is about 1,500 pounds, a person working in front of or standing against the table could be seriously injured if it dropped suddenly.

C. Recommendations of the Executive Secretary

1. Not in line of duty.

2. \$25 award (Slight/Limited).

D. Decision of the Chairman

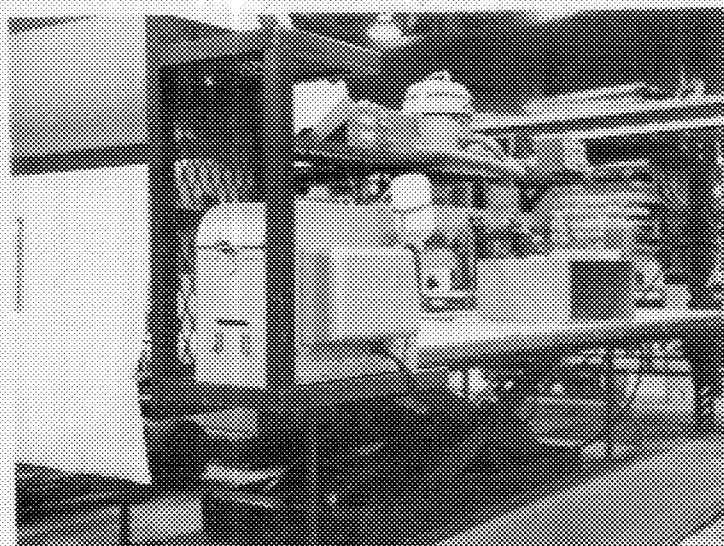
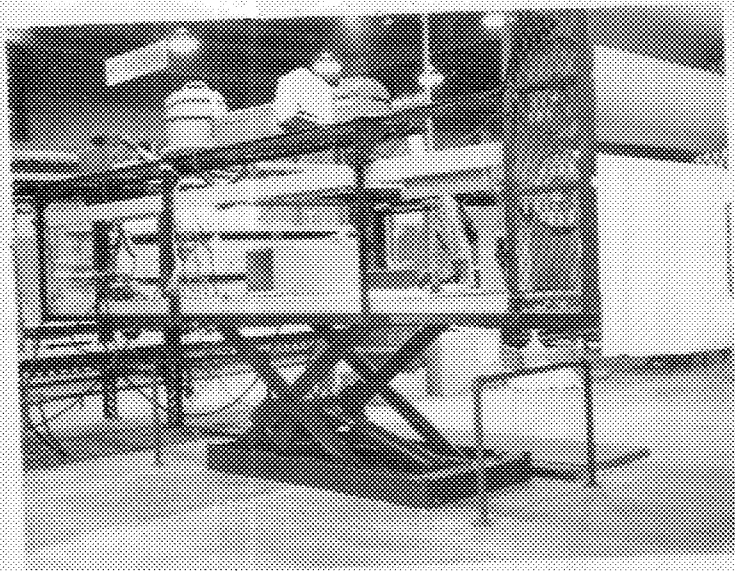
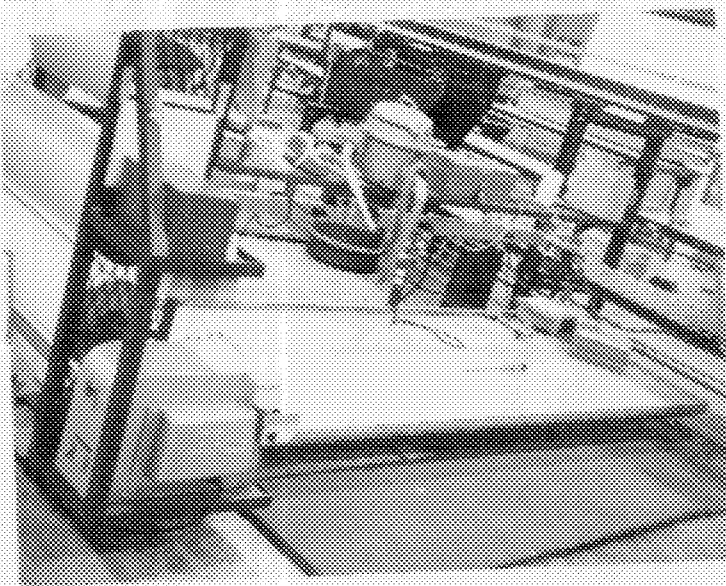
25X1A

A/Chairman, Suggestion Awards Committee

14 APR 65

Date

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13 APR 1965

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 65-66: dated 25 August 1964

25X1A  
25X1A

Warehouseman, W-5 (GS-5 Equivalent)  
DDS/OL, SD

A. Summary of Suggestion

25X1A

1. The spot nailer, or air gun, was connected to an air line running to the southeast base of the overhead electric crane at the [REDACTED] When the expansion hose was pulled to maximum length, the hose was often knotted or pinched, cutting off air supply to the gun. The hose also obstructed movement of the special packers and was often ruptured and cut during the normal course of operations.

2. The suggester proposed that an adjustable pull down air hose reel be mounted directly above the middle of the special packers area which could be tied into the existing air line. He suggested a 50' x  $\frac{1}{2}$ " straight hose supported by  $\frac{1}{4}$ " wire cable to reduce the weight factor on the air hose reel when in operation.

B. Summary of Evaluation

1. OL says that the work on this proposal has now been completed by GSA. The cost is negligible in comparison with the benefits and convenience.

2. Relocation of the spot nailer eliminates a safety hazard. It increases the use of the nailer and productivity of the special packers.

C. Recommendations of the Executive Secretary

1. Not in line of duty.

2. \$25 award (Slight/Limited).

D. Decision of the Chairman

25X1A

[REDACTED]  
A/Chairman, Suggestion Awards Committee

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Award

14 APR 65  
Date

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 65-81: dated 25 September 1964

25X1A

[REDACTED]  
Forklift Operator, W-5 (GS-5 Equivalent)  
DDS/OL/SD, [REDACTED]

25X1A

A. Summary of Suggestion

1. A homemade rib composed of a wood block was used to hold battery charger cables when not in use. Cables are 2" to 3" thick and the hooks were not strong enough. Cables often fell to the floor during the day--it was poor housekeeping and a safety (tripping) hazard. These cables are used to connect battery recharger equipment with the 18 Forklift machines for overnight recharging.

2. The suggester proposed that the homemade wood blocks be replaced with a metal spring type holder and installed adjacent to the forklift chargers. This would provide a secure, rigid storage aid and give additional protection to the charger cables when not in use.

B. Summary of Evaluation

25X1A

Based upon this suggestion, the [REDACTED] had GSA install Style "M" applicator brackets made of aluminum which firmly hold the cables. (See attachment.)

C. Recommendations of the Executive Secretary

25X1A

1. Not in line of duty.
2. \$15 award (Slight/Limited).

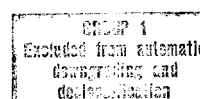
D. Decision of the Chairman

[REDACTED]  
A/Chairman, Suggestion Awards Committee

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**FOGNOZL****APPLICATORS FOR FOGNOZLS**

All 4NAP series FOGNOZLS can be furnished with extension applicators and low velocity FOGHEDS. Advantages favoring use of applicators are numerous. Allows: application of waterfog to inaccessible areas; safe indirect application of waterfog from outside smoke and heat area; reaching flammable liquids in tanks; for spill fires; loft fires; automobile fires; among many others. Underwriter's Laboratories approved for Class "A" and "B" type fires.

**DIRECT CONNECTION APPLICATORS**  
**Styles G, H, J, K.**

**DIRECT CONNECTION APPLICATORS.** Underwriter's Laboratories approved for use on Class "B" types of hazard. Wherever a straight stream is not needed or there is danger in having one on the nozzle for flammable liquid hazards.

**Materials:** Tubing—duralumin.  
 Shutoff and FOGHED — Red brass, Akro-lite.

**Finish:** Tubing — bright aluminum.  
 Shutoff and FOGHED — polished brass, chrome plated, polished Akrolite.

Furnished in lengths from 4' to 30'.

**Standard Threads:**

$\frac{3}{4}$ " — 1" Garden Hose, Chemical Hose, Iron Pipe.

1  $\frac{1}{2}$ " National Standard, Iron Pipe, Pacific Coast.

Furnished either for direct connection to hose lines or for connection to shutoff which may be furnished as part of the Applicator combination.

**Style M**

**APPLICATOR BRACKETS.** Firm jaw grip has rubber lining to hold equipment firmly and silently. Have a dual purpose of fitting FOGNOZL and other makes of applicators.

**Material:** Akrolite.

**Finish:** Polished aluminum.

**Weight:** 11 oz.

Furnished as follows:

M-328, Type B, Vertical brackets. Fits applicators for  $\frac{3}{4}$ " 1" FOGNOZLS.

M-329, Type B-1, Vertical brackets. Fits applicators for 1  $\frac{1}{2}$ " 2  $\frac{1}{2}$ " FOGNOZLS.

M-328 is for OD tubing size  $\frac{3}{4}$ " 1".

M-329 is for OD tubing size 1  $\frac{1}{8}$ " 1  $\frac{1}{2}$ ".

**Style W**

**LOW VELOCITY FOGHEDS.** For use with FOGNOZL applicators or for fixed fog systems.

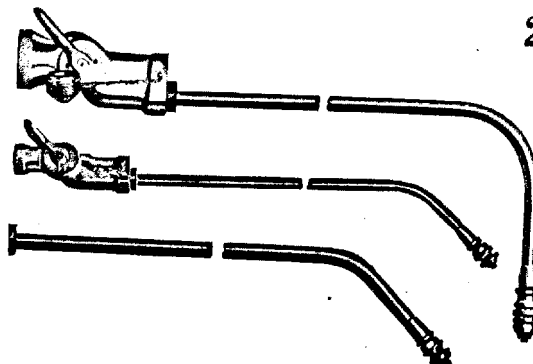
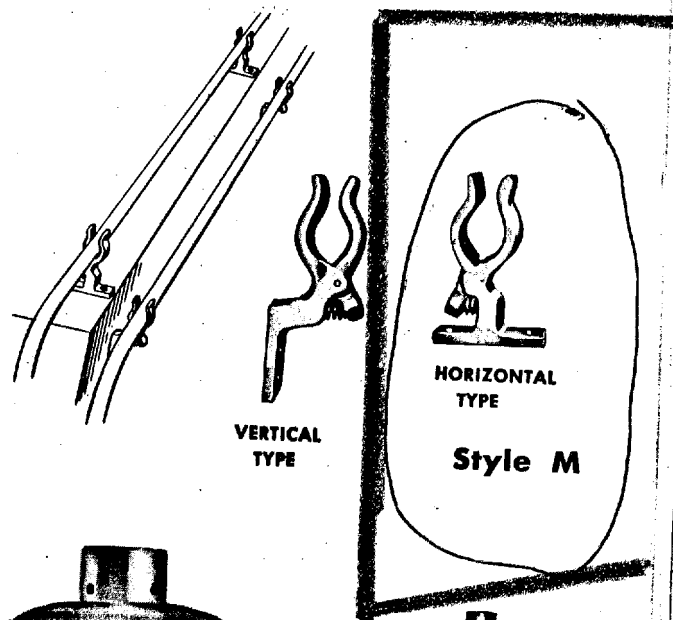
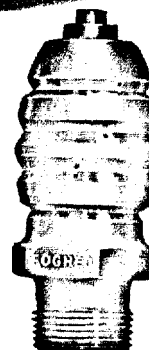
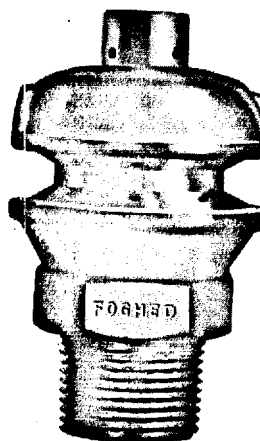
**Material:** Red brass.

**Finish:** Polished brass or chrome plated.

**Furnished:**  $\frac{1}{2}$ ", 1", 1  $\frac{1}{2}$ " sizes.

**Standard Threads:** Tapered Iron Pipe.

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**Styles G, H, K, J.****VERTICAL TYPE****HORIZONTAL TYPE****Style M****Style W**

October 4

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 65-81: dated 25 September 1964

W-5 (CS-3 Equivalent)

DDS/OL/SD

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A. Summary of Suggestion

**Former Method:** A homemade rig composed of a wood block is used in the forklift storage area to hold the charger cables when they are not in use.

**Suggestion:** Suggester proposes that the wood blocks be replaced with a metal spring type holder. The new type retainer would provide a secure, rigid storage aid and the required additional protection to the charger cables when not in use.

B. Summary of Evaluation

Office of Logistics states that the suggestion will be adopted in modified form. It is true that the cables are not now protected adequately, although traffic in that area is minimal. OL feels that any steps taken will improve the situation as well as the general appearance of the area. The wooden holders at the depot will be fabricated to accomplish the intent of the suggestion.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Certificate of Appreciation based on Intangible Benefits (SLIGHT/LIMITED).

D. Decision of Chairman\_\_\_\_\_  
Acting Chairman, Suggestion Awards Committee\_\_\_\_\_  
Award\_\_\_\_\_  
Date

STATINTL

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

13 APR 1965

SUGGESTION NO. 65-173: dated 17 December 1964

Secretary-Steno, GS-5  
O/DCI

25X1A

A. Summary of Suggestion

1. When individual index tabs are marked for folders, studies, etc., the letters, numbers, or subjects are normally inked in by hand because the typewriter will not hold single tabs.

2. Suggester proposed that tabs be scotch-taped to a piece of paper, then inserted into a typewriter. This permits typing as much as one sheet of tabs at a time. The scotch tape is then removed and the tabs glued to the corresponding papers in the study. (See attachment.)

B. Summary of Evaluations

1. This results in neater studies, reports, etc.

2. Chief, Clerical Training said that this suggestion is an adaptation of the typing instruction on the typing of labels now presented in the Office Practice Class in Clerical Induction Training. Instructors will include the suggester's technique as a part of future classes.

C. Recommendations of the Executive Secretary

1. Not in line of duty.
2. \$15 (Advisory Award).

D. Decision of the Chairman

25X1A

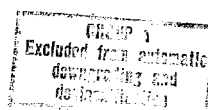
  
A/Chairman, Suggestion Awards Committee

14 APR 65

Date

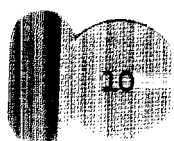
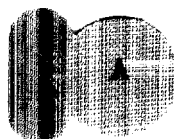
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65-173

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Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010010-1

13 APR 1965

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 65-182: dated 18 January 1965

U.S.S.P., GS-4  
GSA Office

STATINTL

A. Summary of Suggestion

The suggester proposed that a small ramp be cut into the sidewalk curb left of the Northeast entrance of Headquarters Building. This would enable wheel chair personnel to more easily reach the sidewalk from the roadway.

B. Summary of Evaluation

1. OL said that Public Buildings Service has completed the work. Informal cost estimate was \$89. An opening was cut into the curb and sidewalk at a safe angle and well to the left of the entrance so as not to interfere with the main flow of traffic at the entrance.

2. Since the Northeast entrance is at ground level, it is used by most paraplegics to gain entrance to Headquarters Building. About 4 to 6 such employees use the entrance daily.

C. Recommendations of the Executive Secretary

1. Not in line of duty.
2. \$20 award (Slight/Limited).

D. Decision of the Chairman

STATINTL

  
A/Chairman, Suggestion Awards Committee

14 APR 65  
Date

\$20  
Award

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13 APR 1965

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 65-129: dated 24 November 1964

25X1A

Photographer Gen., GS-6  
DDI/NPIC/PSD/PLB

A. Summary of Suggestion

1. The 20X enlarged prints made with a 20X condenser and 20X lens on 11" x 14" paper did not permit full photo coverage. (See Tab A.)

2. The suggester proposed that when making prints on 11" x 14" format that a 10X condenser be used with the 20X lens system. (See Tab B.)

B. Summary of Evaluation

1. NPIC adopted this suggestion in October 1964. The 20X enlargements previously made from the 10-20-40X Enlarger on 11" x 14" paper size did not result in corner to corner coverage. Adoption of this suggestion enables the NPIC Photo Lab to meet the requests for 11" x 14" size paper with full coverage.

2. The new method enables the Lab to achieve better production with more useable area covered. It will enhance the end product for briefing board presentation. In several cases, they have been able to make one print instead of two to meet the photo request.

C. Recommendations of the Executive Secretary

1. Not in line of duty.
2. \$35 award (Slight/Local).

D. Decision of the Chairman

25X1A

  
A/Chairman, Suggestion Awards Committee

14 APR 65  
Date

18  
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Award

